



Departmental Quarterly Performance Report

Department of Procurement Management

Reporting Period:

**FY 2003-2004
3rd Quarter
April – June 2004**

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Departmental Quarterly Performance Report**Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 – 3rd Quarter**1. Performance Measure A:**

Increase the number of current staff attending training and professional development events per year

Business Plan Proposal:

FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
N/A	303	333

Quarterly Report:

1 st Quarter FY 03-04	2 nd Quarter FY 03-04	3 rd Quarter FY 03-04	4 th Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
127	177	71	N/A	375	113%

Exceeded training goal for the year through comprehensive training program conducted during the 1st and 2nd quarters. Training conducted during the 3rd quarter was less than prior quarters due to budgetary constraints. Training and attendance for the 3rd quarter is as follows:

Training Course	No. Attendees
Specification Writing Advance Public Procurement Seminar (NIGP)	10
Supervisor Certification Program (Employee Relations Department)	4
FAPPO – 37 th Annual Conference and Trade Show	10
N.A.H.P.A.'s 9 th Annual Conference	1
Procurement Agenda Writing (by Ted Lucas, Director)	28
Project 2002 – Level 1 (paid by employee)	1
Project 2002 – Level 2 (paid by employee)	1
ADPICS Notepad Training	16
Total	71

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Departmental Quarterly Performance Report**Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 – 3rd Quarter**2. Performance Measure B:**

Comprehensive efficiency process improvements per year

Business Plan Proposal:

FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
8	8	8

Quarterly Report:

1 st Quarter FY 03-04	2 nd Quarter FY 03-04	3 rd Quarter FY 03-04	4 th Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
3	3	N/A	N/A	6	75%

Process improvements for the 3rd Quarter:

1. Bids Process
Bids & Contracts staff has incorporated the review of solicitations for Living Wage applicability in their routine review process. This process improvement results in saving up to 5 days in processing time. The Living Wage Coordinator previously performed this function.
2. Enhancements to the Bid Tracking System (BTS) include:
 - a. **Percentage Increase Calculator** (Phase 2)
The "Change Order" calculator has been revised to concur with the new departmental policy regarding change orders. This enhancement results in efficiencies in the procurement process as Agents are not required to manually compute the required change order amounts, allowing for consistently accurate calculations and a reduction in process time.
 - b. **Enhancements to the Contract Files**
The Contract Files screens have been enhanced to include:
 - The automatic display of the User Access Program (UAP) indicator for every contract searched to facilitate the accuracy of ADPICS data and to ensure the accurate collection of UAP revenue.
 - Display of Insurance/Performance Bond and Federal Funded contracts allowing the viewer to easily identify what applies to a particular contract.
 - c. **Registry of Delinquent Contractors**
A link to the "Registry of Delinquent Contractors" in the Intranet is now included on several screens throughout the BTS. The inclusion of this information on the "Award" page allows purchasing agents/officers to quickly verify whether vendors being recommended for award are included on the delinquent contractor list. This feature reduces time in the process.

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A list of vendors in arrears with Miami-Dade County can now be accessed on the BTS. These vendors owed moneys to the County as a result of processing checks with insufficient funds. This page is now available in the "general information" button in the Index page of the BTS.

e. Signature Authority

Signature authority delegated by the Director to procurement agents/officers is now available for informational purposes on the BTS. This quick reference will facilitate the accuracy of adhering to approval authorities.

f. Web Posting of New Solicitations (Query)

When given a parameter this query on the BTS identifies all new contracts with and the web posting date. This query assists agents, officers, supervisors and managers in monitoring the announcement for these contracts on the Web.

g. Contract Extensions (Query)

The contract extension query identifies how many months a contract has been extended to date. This query computes this critical information for agents/officers, supervisors and managers who would normally be required to obtain the information manually. This query therefore reduces processing time when authorizing an additional extension to a contract.

h. Expiring Contracts (Query) (Complete Revision)

This query identifies contracts due to expire within any specified time parameter. This is very helpful to agents/officers who now have the ability to quickly identify expiring contracts assigned to them. The information can be provided for a particular month or a series of months, resulting in increased efficiency in the process. The query also identifies whether any action has been performed.

i. Contracts Approved by DPM/BCC (Query) (Complete Revision)

Contracts approved by DPM or the BCC can now be searched with an expanded range of parameters. This query is used extensively by staff involved in providing reports to the BCC and for the monthly Management Quarterly Reports.

3. Performance Measure C:

Percentage of bid announcements issued via e-mail

Business Plan Proposal:

FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
74%	76%	78%

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1 st Quarter FY 03-04	2 nd Quarter FY 03-04	3 rd Quarter FY 03-04	4 th Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
78%	83%	83%	N/A	N/A	Exceeds projection by 5%

4. Performance Measure D:

RFP processing time (in months) for contracts over \$1 million and under \$1 million

Business Plan Proposal:

	FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
Over \$1 million	10 ½ months	10 months	9 months
Under \$1 million	10 months	7 months	6 months

Quarterly Report:

	1 st Quarter FY 03-04	2 nd Quarter FY 03-04	3 rd Quarter FY 03-04	4 th Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
Over \$1 million	5 months	5½ months	4 months	N/A	4¾ months	Exceeded projection of 10 months (One RFP for the 3 rd quarter)
Under \$1 million	7 months	6½ months	3 months	N/A	5½ months	Exceeded projection of 7 months (Two RFPs for the 3 rd quarter)

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5. Performance Measure E:

Invitation to Bid (ITB) processing time (in months) for contracts over \$1 million and under \$1 million

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Departmental Quarterly Performance Report**Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 – 3rd Quarter**Business Plan Proposal:**

	FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
Over \$1 million	11 months	11 months	10 months
Under \$1 million	9 months	8 months	8 months

Quarterly Report:

	1st Quarter FY 03-04	2nd Quarter FY 03-04	3rd Quarter FY 03-04	4th Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
Over \$1 million	■	10 months	8 months	N/A	9 months	Exceeded projection of 11 months (Three contracts awarded for the 3 rd quarter)
Under \$1 million	■	5 months	5 months	N/A	5 months	Exceeded projection of 8 months (73 contracts awarded between \$25K and \$1 million for the 3 rd quarter)

■ Information not available for the first quarter.

6. Performance Measure F:

Reduce percentage of contract extensions

Business Plan Proposal:

	FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
ITB Contracts	18%	15%	15%
Bid Waiver/ Sole Source Contracts	27%	15%	15%

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Departmental Quarterly Performance Report**Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 – 3rd Quarter**Performance Measure F (cont.):****Quarterly Report:**

	1 st Quarter FY 03-04	2 nd Quarter FY 03-04	3 rd Quarter FY 03-04	4 th Quarter FY 03-04	FY 03-04 Average to Date	Percentage of Projection
ITB Contracts	18%	17%	14%	N/A	17.5%	3% reduction from 2 nd quarter. 1% below projection
Bid Waiver/Sole Source Contracts	27%	31%	6%	N/A	29%	Significant improvement (9% below projection)

7. Performance Measure G:

Reduce the number of successful Bid Protests

(successful protests are defined as protests that are upheld by the Hearing Examiner)

Business Plan Proposal:

	FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
RFP Protests	1	1	1
Bid Protests	1	1	1

Quarterly Report:

	1 st Quarter FY 03-04	2 nd Quarter FY 03-04	3 rd Quarter FY 03-04	4 th Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
Total Bid Protests/ Successful Protests	3/0	3/1	1/0	N/A	6/1	N/A

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Departmental Quarterly Performance Report**Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 – 3rd Quarter**Performance Measure G (cont.):**

	1 st Quarter FY 03-04	2 nd Quarter FY 03-04	3 rd Quarter FY 03-04	4 th Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
Total RFP Protests/ Successful protests	0/0	0/0	0/0	N/A	0	N/A

Bids: During the 3rd quarter: 91 contracts awarded / 1 Bid Protest was withdrawnRFPs: During 3rd quarter: 4 contracts were awarded / 0 Protests

Departmental Quarterly Performance Report**Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 – 3rd Quarter**8. Performance Measure A:**

Workshops/meetings for vendors and potential vendors per year

Business Plan Proposal:

FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
24	24	24

Quarterly Report:

1 st Quarter FY 03-04	2 nd Quarter FY 03-04	3 rd Quarter FY 03-04	4 th Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
4	6	6	N/A	16	67% of projection ■

- During the 1st quarter, one bid workshop was cancelled due to the Veteran's Day holiday and one RFP workshop was cancelled due to the FTAA.

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9. Performance Measure B:

Roundtable discussions per year

Business Plan Proposal:

FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
14	19	21

Quarterly Report:

1 st Quarter FY 03-04	2 nd Quarter FY 03-04	3 rd Quarter FY 03-04	4 th Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
19	6	1	N/A	26	124%

The goal was met in the 1st quarter.

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During the 3rd quarter, conducted one roundtable discussion:

- The Bids & Contracts Division conducted a training session which covered the Best and Final Bids (BAFFO), Local Preference, Options to Renew (OTR) and Living Wage issues.

10. Performance Measure C:

Contract savings to Miami-Dade County per year (over the contract and OTR years)

Business Plan Proposal:

FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
\$28.6 million	\$15 million	\$15 million

Quarterly Report:

1 st Quarter FY 03-04	2 nd Quarter FY 03-04	3 rd Quarter FY 03-04	4 th Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
\$7,059,171	\$2,618,853	\$981,385	N/A	\$10,659,409	71%

RFP Unit: \$ 65,372

Contract #	Contract Name	Total
RFP 412	Airport Liability Insurance Program	\$62,000
RFP 405	Psychological Testing Services for Police Applicants	\$3,372

Bids & Contracts: \$ 537,513

Contract #	Contract Name	Total
7537-4/09	Trash Cranes	\$432,060
1597-4/08	Modernization, Maint and Repair – Conveyor Equipment	\$ 40,200
7328-3/05	Heavy Duty Trucks, Bus Trailer Alignment	\$ 20,000
7518-4/09	Fire Rescue Battalion Vehicles	\$ 45,253

Competitive Acquisition (CA) Unit: \$ 378,500

Contract #	Contract Name	Total
SS3796-4/07 OTR	Proprietary Parts, Repair Equipment E.J Ward	\$115,000
SS1769-CR	Upgrade of CCTV Equipment	\$13,500
BW7586-2/07-OTR	Tax Sale Bid Waiver Grant Street Group	\$250,000

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Departmental Quarterly Performance Report**Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 – 3rd Quarter**11. Performance Measure D:**

Percentage of bid waiver and sole source contracts competed

Business Plan Proposal:

FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
N/A	25%	25%

Quarterly Report:

1 st Quarter FY 03-04	2 nd Quarter FY 03-04	3 rd Quarter FY 03-04	4 th Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
■	32%	89%	N/A	60%	Exceeded the goal of 25%. During the 3 rd quarter competed 8 of the 9 contracts identified.

- The process of competing bid waiver and sole source contracts in the Competitive Acquisition Unit began in the 2nd quarter.

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12. Performance Measure E:

Number of outreach events attended per year

Business Plan Proposal:

FY 02-03 Actual	FY 03-04 Projection	FY 04-05 Projection
258	258	258

Quarterly Report:

1 st Quarter FY 03-04	2 nd Quarter FY 03-04	3 rd Quarter FY 03-04	4 th Quarter FY 03-04	FY 03-04 Total to Date	Percentage of Projection
28	37	39	N/A	104	■ 40%

- The Outreach Coordinator has been unable to maintain all outreach duties due to an on-the-job injury. Therefore, activities during this fiscal year are lower than projections.

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Departmental Quarterly Performance Report**Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 – 3rd Quarter**PERSONNEL SUMMARY****A. Filled/Vacancy Report**

Filled as of September 30 th of Prior Year	Current Year Budget	Actual Number of Filled and Vacant Positions at the end of each quarter							
		Quarter 1		Quarter 2		Quarter 3		Quarter 4	
		Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
89	102	92	10	92	10	87	15		

B. Key Vacancies

Position	Division	Status
Procurement Contracting Supervisor (Team 1)	Bids & Contracts	Position frozen for the remainder of the fiscal year due to budget constraints
Sr. Procurement Contracting Agent (Public Works)	Bids & Contracts	Position frozen for the remainder of the fiscal year due to budget constraints
Sr. Procurement Contracting Agent (Team 2)	Bids & Contracts	Position frozen for the remainder of the fiscal year due to budget constraints
Procurement Contracting Agent (Team 1)	Bids & Contracts	Position frozen for the remainder of the fiscal year due to budget constraints
Procurement Contracting Agent (Team 2)	Bids & Contracts	Position frozen for the remainder of the fiscal year due to budget constraints
Procurement Contracting Technician (Team 1)	Bids & Contracts	
Procurement Contracting Technician (Team 3)	Bids & Contracts	
Clerk 3	Bids & Contracts	Position pending establishment / Position frozen for the remainder of the fiscal year due to budget constraints
Division Director	Technical Services	Position frozen for the remainder of the fiscal year due to budget constraints
IT Procurement & Contracts Specialist (IT Procurement Unit)	Technical Services	Position frozen for the remainder of the fiscal year due to budget constraints
Procurement Contracting Officer (IT Procurement Unit)	Technical Services	Position frozen for the remainder of the fiscal year due to budget constraints

Departmental Quarterly Performance Report**Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 – 3rd Quarter

Position	Division	Status
Sr. Procurement Contracting Agent (IT Procurement Unit)	Technical Services Division	Position frozen for the remainder of the fiscal year due to budget constraints
Procurement Contracting Technician (Vendor Assistance Unit)	Administrative & Fiscal Division	Position frozen for the remainder of the fiscal year due to budget constraints
Accountant 2	Administrative & Fiscal Division	Position to be filled during the 4 th quarter
Assistant to the Director	Director's Office	Employee hired 7/12/04

C. Turnover Issues:***Senior Procurement Agent:***

The Procurement Series reclassification resulted in the Sr. Procurement Agent classification changing to Sr. Procurement Contracting Officer. Two (2) vacancies in this classification were filled during the 3rd quarter. Three (3) vacancies remain. Over the years a high vacancy rate has been experienced in this classification due to the low salary range and the department's inability to find qualified applicants willing to accept the salary level. Following extensive recruitments, and the final effectuation of the Procurement Series reclassification, two (2) of the three (3) vacancies were recently filled. However, budgetary constraints will prevent the department from immediately filling the remaining vacancies.

D. Skill/Hiring Issues:

The revised Procurement Series job descriptions previously submitted to the Employee Relations Department for proper compensation and minimum qualifications review has been approved. The following classifications were upgraded, the minimum qualifications adjusted accordingly and the classification title revised.

Former Classification	Revised Classification
Procurement Manager	No change
Procurement Supervisor	Procurement Contracting Supervisor
Sr. Procurement Agent	Sr. Procurement Contracting Agent
Procurement Agent	Procurement Contracting Agent
Procurement Technician	Procurement Contracting Technician

E. Part-time, Temporary and Seasonal Personnel (Not Applicable)

DPM has no Part-time, temporary or seasonal County personnel. Three temporary agency employees were employed during the 2nd quarter.

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No.	Classification	Division / Unit
1	Administrative Officer/Accountant 3	Technical Services Division
1	Clerk 3	Vendor Assistance Unit/SAP Division
1	Clerk 4	Strategic Acquisition Planning Division

F. Other Issues

N/A

Financial Summary: Department of Procurement Management

(All dollars in thousands)

	PRIOR YEAR Actual	Total Annual Budget (a)	CURRENT FISCAL YEAR					
			3 RD Quarter		Year-to-date			
			Budget (b)	Actual	Budget	Actual	\$ Variance (d)	% of Annual Budget
Revenues								
Proprietary Revenue (c)	156	899	225	112	675	166	(509)	18.46%
CICC Transfer	223							
Capital Working Fund	503	118	30		88		(88)	
GF Transfer	6,223	6,641	1,660		4,981		(4,981)	
Capital Outlay		325	81		245		(245)	
Carryover	48	75	19		56		(56)	
Total	7,153	8,058	2,015	112	6,045	166	(5,879)	
DPM	5,791	7,058	1,765	1,810	5,295	5,144	151	72.88%
ADPICS	1,020	1,000	250	257	750	666	84	66.60%
CICC	223							
Total	7,034	8,058	2,015	2,067	6,045	5,810	235	

Departmental Quarterly Performance Report**Department Name:** Department of Procurement Management (DPM)**Reporting Period:** FY 2003-2004 – 3rd Quarter**Financial Notes:**

- A. Total annual budget incorporates Mid Year Adjustment and Supplemental budget.
Capital Outlay Reserve (COR) of \$325,000 is for ADPICS. Additional COR of \$35,400 for build-out of 4 offices to be provided at the end of the fiscal year
- B. 3rd Quarter Budget reflects ¼ of total budget amounts after applying mid year adjustments.
- C. Proprietary revenue includes revenue for the User Access Program (UAP). Actual UAP revenue is expected to increase in future quarters now that the ADPICS/FAMIS upgrade is completed to automatically deduct the 2% fee from the vendor's invoice. The User Access Program enhancement was implemented June 26, 2004.
- D. Variances due to:
UAP revenue included under proprietary revenue is below projections as explained under note c.

The following revenue will be transferred at the end of FY 03-04:

- Capital Working Fund
- General Fund
- Capital Outlay

STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses, except as noted below:

Mid year adjustments requests include:

General Fund Request

COLA	\$ 62,000	
UAP Programming	\$215,000	
Retirement Pay-outs Expenses	\$120,000	
Unrealized UAP & Surcharge Rev.	\$912,000	
Graphical User Interface	\$ 44,000	
Department Savings	(\$130,000)	<u>\$1,223,000</u>

Capital Outlay Request

ADPICS	\$325,000	
Office Buildout	\$ 35,400	<u>\$360,400</u>

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Department Director Review

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature

Theodore G. Lucas, Department Director

Date